



KENTUCKY DIVISION OF WATER, WATER LINE EXTENSION APPLICATION SUBMITTALS

The following items must be submitted to the City of Florence.

1. A completed Kentucky Division of Water "Distribution System Checklist". The form and instructions for this form can be found at the following links:
 - a. <http://dep.ky.gov/formslibrary/Documents/DW-1%20Instructions%20Form.pdf>
 - b. <http://dep.ky.gov/formslibrary/Documents/DW-1%20Drinking%20Water%20Distribution%20Application.pdf>
2. At least five (5) sets of detailed plans and specifications. One (1) set being retained by the City, one (1) set to Burgess & Niple, and at least three (3) additional sets forwarded to Division of Water. Also one (1) digital copy shall be sent to the City Of Florence. The City Of Florence will not submit a project to the Ky. Division of Water until the digital format plans have been received.
3. A copy of a USGS 7.5 minute topographical map with the project location.
4. A check or money order made payable to "Kentucky State Treasurer" in the applicable amount outlined in the Distribution System Checklist.
5. A check or money order made payable to the "City of Florence" in the amount of \$200.00. This is to cover the cost of additional hydraulic water modeling as requested by the Kentucky Division of Water.
6. Any additional information that may be applicable to the project as outlined in the Distribution System Checklist.

The above listed items may be mailed or dropped off at the following address:

Florence Government Center
Public Services Department
Engineering & Inspection Services Division
8100 Ewing Boulevard
Florence, Kentucky 41042
Attention: Tom Gagnon, Project Manager

As mentioned above, one (1) set of detailed plans must be submitted by mail, drop-off, or digitally to:

Burgess & Niple
312 Plum Street
12th Floor
Cincinnati, Oh 45202
Attention: Mark Upite
Email: mark.upite@burgessniple.com

The set to Burgess & Niple is for the completion of the additional hydraulic water modeling as requested by the Kentucky Division of Water.

Upon receiving the above mentioned items the City will review, process, conduct a hydrostatic test and attach a letter from the owner of the water system (Florence) as specified in the Distribution System Checklist.

The complete application packet will then be forwarded to the Division of Water, Drinking Water Branch within ten (10) business days, assuming all items are in order.